




State of Florida
Department of Children and Families

Ron DeSantis
Governor

Shevaun L. Harris
Secretary

DATE: July 26, 2022

TO: Child Protection Directors
Sheriff Offices Conducting Child Protective Investigations
Florida Abuse Hotline Director

FROM: Jess Tharpe, Assistant Secretary for Child & Family Well-Being 

SUBJECT: REVISED Update to CFOPs 170-5, Chapter 1: Investigations Involving Multiple Counties, and 170-2, Chapter 7: Screening Decision and Response Time for Child Intakes

PURPOSE: The purpose of this memorandum is to provide notification of a policy update to CFOP 170-5, Chapter 1: Investigations Involving Multiple Counties, and CFOP 170-2 Chapter 7: Screening Decision and Response Time for Child Intakes, specifically regarding the assignment of intakes involving multiple counties.

BACKGROUND: CFOP 170-5, Chapter 1: Investigations Involving Multiple Counties, sections 1-2 and 1-3, along with CFOP 170-2, Chapter 7: Screening Decision and Response Time for Child Intakes, section 7-5a.(4)(d), currently outlines the procedures for the Hotline to assign an immediate response time to all intakes involving concurrent counties and to call the immediate response to all counties involved (household of focus county as well as the county (or counties) where the child (or children) is/are currently located).

NEW INFORMATION: Effective immediately, all concurrent assignments from the Hotline will be suspended, and the Hotline will assign the intake based on the location of the child victim. In addition, the response time for all intakes will be based on the likelihood of present or impending danger or specific statutory requirements as directed in CFOP 170-2, Chapter 7: Screening Decisions and Response Time for Child Intakes. The Hotline will only assign an immediate response to intakes that meet the criteria. The Hotline will also no longer call the intake out to multiple counties. The intake will be assigned to the location of the victim/child. Any Out-of-Town Inquiries (OTIs) or transfers will be initiated by the assigned CPI unit according to the Statewide OTI policy. A coordinated response and communication are still required between all counties involved. This memo will override the current CFOP until the update is completed and will sunset at the time the CFOP update is completed.

ACTION REQUIRED: Please share this memorandum with all Hotline staff, child protective investigators, sheriff offices conducting child protective investigations, and other child welfare professionals as appropriate.

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CONTACT INFORMATION: If you have any questions regarding these procedures, please contact Kristen Puckett, CPI Specialist, at Kristen.Puckett@myflfamilies.com or Tyler Tuszynski, Director of Policy, at Tyler.Tuszynski@myflfamilies.com.

cc: Regional Family Well-Being Directors
Community Based Care Lead Agency CEOs
Grainne O'Sullivan, Director of Children's Legal Services